Administrative Professional A.A. Degree

FULL TIME

This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability.

Catalog: 2026-27

GE Pattern: local AA/AS

Total Units: 60

First Year

Semester 1

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	**BUS 100** English for the Professional	3		
Req	**BUS 300** Introduction to Business	3		L4
Req	**BUSTEC 126** Outlook: Basics **or** **CISA 126** Outlook: Basics	1 1		
Req	**BUSTEC 127** Outlook: Tools **or** **CISA 127** Outlook: Tools	1 1	BUSTEC 126 or CISA 126	
Req	**BUSTEC 300.1** Keyboarding/Applications: Beginning	1		
Req	**CISA 315** Introduction to Electronic Spreadsheets	2		
GE	**STAT C1000** Introduction to Probability and Statistics **or** **STAT C1000H** [H] Introduction to Probability and Statistics - Honors	4 4	through the placement process	L2

Semester 2

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	**BUS 310** Business Communications	3	BUS 100 or ENGL C1000	L1A
Req	**BUSTEC 101** Computer Keyboarding: 10-Key	1		
Req	**BUSTEC 305** Introduction to Business Information Technology	3		
Req	**BUSTEC 310** Introduction to Word/Information Processing	3		

CAREER PATH

Career Options:

This degree develops advanced skills needed for upper-level administrative support and office management careers.

Typical career opportunities include clerical, administrative support, and executive assistant positions with private industry, non-profit organizations, and government entities.

Advising Notes:

- This degree can be completed using either the local AA/AS general education (GE) pattern or the Cal-GETC transfer GE pattern. See a counselor to determine which pattern is best for you based on your academic goals.
- This map is designed for students who are able to take 12 units or more each semester, which is considered a full-time load. It shows one possible way to finish the program in two years. See a counselor to adjust the coursework to meet your specific needs.
- Students can substitute ESLW 340 for ENGL C1000/C1000H (formerly known as ENGWR 300/480).
- **Elective Courses:** any elective courses numbered 100-499 or having a 4-digit number starting with C.

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
GE	any Area L3 (Arts & Humanities) course	3		L3
GE	any Area L7B (Life Development Skills) course	2		L7B

Second Year

Semester 3

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
RE	ACCT 101 Fundamentals of College Accounting	3		
Req	CISA 320 Introduction to Database Management	1		
GE	any Area L1B (Oral Communication & Critical Thinking) course	3		L1B
GE	any Area L7A (Physical Education) course	1		L7A
Elec	any elective course	3		
Elec	any elective course	3		
Elec	any elective course	1		

Semester 4

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	BUSTEC 332 Advanced Business Applications	3		
RE	MGMT 304 Principles of Management	3		
GE	any Area L5 (Natural Sciences) course	3		L5
GE	any Area L6 (Ethnic Studies) course	3		L6
Elec	any elective course	3		

H honors courses

EXPLANATION OF CATEGORIES		
Req	Required Core	A course that is required for this program
GE	General Education	A course that fulfills a specific general education requirement for a degree, which can be replaced with another course that meets the same requirement

Scheduling Notes:

- BUSTEC 126/CISA 126 is offered during the 1st 5 weeks and BUSTEC 127/CISA 127 is offered during the 2nd 5 weeks, so they can be taken in the same semester.
- BUSTEC 332 and BUSTEC 350 are offered in the spring.

EXPLANATION OF CATEGORIES		
RE	Restricted Elective	A course selected from a list of elective courses specified for this program in the course list in the catalog, which can be replaced with another course from the same list
Elec	Degree Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

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